



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: All State Agencies and Political Subdivisions- Department
Undersecretaries: Purchasing Directors; Business Managers;
Colleges and Universities, Boards and Commissions

FROM: Denise *Lea* Director

DATE: June 2, 2005

RE: State of Louisiana Equipment Maintenance Management Program

On April 13, 2005, the Commissioner of Administration released a memorandum regarding the directives for the statewide equipment maintenance contract awarded to Specialty Underwriters, LLC. Each agency was to undertake an analysis in order to evaluate the potential for savings to the State.

It is not the intent of the Commissioner's memorandum for agencies to be without equipment maintenance coverage. Agencies are hereby advised to continue to process all maintenance orders for their equipment, as well as follow the procedures outlined in the Commissioner's memorandum. Agencies are advised to add the following clause to any renewal letters or when issuing a solicitation for equipment maintenance:

In the event the State chooses to maintain the equipment through the Statewide Equipment Maintenance Program Contract, the State of Louisiana reserves the right to cancel this contract, in whole or in part, with ninety (90) days written notice.

The clause should also be included on the subsequent purchase orders.

If it is determined after analysis that the Equipment Maintenance Contract is in the agency's best interest, the current maintenance contract should be cancelled with ninety (90) days written notice and a new order should be issued to Specialty Underwriters.

If you have any questions, please contact Tammy Grant, CPPB at (225)342-8038 or Tammy.Grant@la.gov.